

## ALL UCJIS INFORMATION IS PROTECTED!

We all know UCJIS information is protected and confidential. Rap sheets or printouts of driver license information are protected and must be handled with care.

However, what if you take some information, (even a very small amount of information) from a rap sheet and place it in a memo or a letter? Is that information still protected?

Yes, it is. Placing information from UCJIS into a non-protected document (including an electronic case file) is a violation of state and federal privacy policies.

It has come to BCI's attention that some agencies are "cutting and pasting" information from UCJIS into other types of documents. These documents are not being treated as protected or confidential, and are being improperly disseminated.

Many agencies are under the impression that "dissemination" means physically handing another person a copy of a rap sheet. However, "disseminate" can also mean distribute, broadcast, circulate, spread, publicize, publish, or propagate. Dissemination can be in verbal, printed, or electronic format.

Even taking a small amount of information from a UCJIS source ("Terrance Tinseltoes had a DUI arrest in 1978") and placing it in a non-protected document is a violation of BCI policy. Once you place any information from UCJIS files into any other document, regardless of the format, that document then becomes protected.

As a reminder that *all* information in a UCCH rap sheet is protected and confidential, BCI will shortly be changing the disclaimer at the top of each Utah rap sheet to remind users of this important policy.



**Use caution when cutting and pasting information from UCJIS sources!**

### "REQUESTOR" FIELD

Many agencies audited by BCI are cited for *possible* misuse of the "Requestor" field on their UCCH or III dissemination logs. Usually they are cited because the operator continually puts his or her own name in the "Requestor" field.

The name placed in the "Requestor" field needs to accurately reflect the person who is requesting the information and will be the ultimate end user of the information. In some cases the operator is the ultimate end user. In other cases, someone else is.

The UCCH Section of the *BCI Operations Manual* states that the following information must be put in the "Requestor" field:

"The name of the person requesting the inquiry, not necessarily the person running the inquiry. The name placed in the "Requestor" field must be the name of the person who will ultimately receive and use the UCJIS information. Operators must make sure they do not always automatically enter their own name in the "Requestor" field.

"Example: The operator is Dave Dispatcher. Chief Jones asks Dave Dispatcher to run a UCCH on Craig Criminal. Dave would put "Chief Jones" in the "Requestor" field, since "Chief Jones" is the person who requested the information.

"The operator is Ivan Investigator. He is getting information on an investigation he is doing on Steve Suspect. Ivan would put his own name in the "Requestor" field since he is the one who will actually be using the UCJIS information received.

"Agencies running inquiries for attorneys (prosecutors, defense attorneys, city attorneys or county attorneys) must log the full name of the attorney requesting the information.

## 2005 TAC CONFERENCE

Registered for the 2005 TAC Conference yet?

If not, you probably want to hurry! To qualify for the early registration discount of \$40.00 BCI needs to *receive the actual payment* before March 31. If we do not receive the \$40.00 on or before the 31st you will be charged the standard fee of \$50.00.

If you haven't received a confirmation e-mail from BCI with a confirmation number that means we have not yet received your payment. If you have submitted your registration form to your financial department, you may want to double-check with them to make sure they have submitted the payment to BCI.

If you are not from the Wasatch Front you may be interested to know that there are dozens of restaurants and hotels near the Davis Conference Center. (See the Conference Center's web site at [www.davisconferencecenter.com](http://www.davisconferencecenter.com)). Also, the web site, <http://utah4fun.com/Planning.shtml?Lodging>, offers information on hotels near the conference center.

## ON-LINE TAC TESTING

### 2005 ON-LINE TAC TEST INFORMATION!

If technical problems prevented you from taking the on-line TAC test in 2004, you will need to contact your MIS personnel before this year's TAC Conference in May.

We will be using on-line tests again this year, and **NO ONE** will be able to submit a hard-copy test on paper this time around. No exceptions – regardless of circumstances!

If you were unable to take the on-line test, please get in touch with your computer staff to correct the problems that prevented you from taking the test. If the situation at your agency cannot be remedied, then you will need to make prior arrangements to take the test at BCI, or at another agency.

**Remember – no hard-copy tests will be given this year.** And TAC's who do not test risk losing their UCJIS access!

## DOCUMENTING INQUIRIES

Does another agency have access to your ORI? If so, please remember that your agency is ultimately responsible for any UCJIS inquiries made with your ORI – regardless of which agency actually made the inquiry. You must still be able to document why *all* inquiries with your ORI were made.

Failure to provide supporting documentation for a UCJIS inquiry is considered a very serious error as it indicates the possibility of misuse.

Regular internal audits can help you keep track of your agency's ORI usage. If you suspect that another agency is misusing your ORI please contact that agency or BCI.

## IN MEMORIAM

BCI wishes to pass along our condolences to the family, friends and co-workers of Jade Pusey, who lost his battle with sarcoma on January 29, 2005.

Jade worked for the Salt Lake County Sheriff's Office and was also the Chief of Criminal Investigations for the Attorney General's Office. He touched many of our lives, and will be greatly missed by the people whose lives he influenced.

## TRAFFIC CODES

Don't forget about the new traffic code changes made earlier this year. Please update your programs to reflect the new codes.

A listing of the new codes can be seen at <http://www.upoa.org/TrafficCode.htm>

## NEW FEE STRUCTURE FOR PUBLIC

BCI is now charging all those who wish to view their *own* Utah criminal history a \$10.00 fee – even if they do not wish to keep the actual printed copy of the rap sheet.

Individuals beginning the expungement process will also be charged this \$10.00 fee. (Additional fees may be added later, depending upon the circumstances surrounding the expungement.)

When directing individuals to get their rap sheet from BCI, please notify them of this mandatory

\$10.00 fee. Individuals requesting a copy of their criminal history must also have a valid, government issued form of picture ID.

## **"DOMESTIC VIOLENCE" INDICATORS & COURTS**

Courts – please make sure you are indicating on your disposition reports if a case is domestic-violence related.

The field "targeted-viol-flags" is used to indicate whether a case involves domestic violence, violence against a woman, violence against a child, violence against woman/child, domestic violence against woman, domestic violence against child, or domestic violence against woman/child.

## **TIPS 4 TACS**

### **CHANGING PASSWORDS vs. RESETTING PASSWORDS.**

Remember – **resetting** a PIN or password only grants the operator a temporary PIN/password that is good for only three days! If you find that you or one of your users continually has his password expiring on him, it may be because he (or you) is *resetting* his password instead of *changing* it.

TACs also need to remember that they can reset PINs and passwords for their operators even if the user has been disabled. BCI does not need to do this for you! (The exception is those PINs/passwords that have been expired for more than 30 days.)

**BACKGROUND CHECK FORMS** – Never e-mail or fax these forms to BCI. They must be mailed to BCI along with accompanying fingerprint card(s).

Please do not email PINs and passwords to your operators. Unfortunately, e-mail transmissions are not always secure!

Make sure your users know their personal ID. When the TAC is unavailable and an operator needs to have the Help Desk reset their PIN/password, we will ask them what their personal ID number is.

## **UCR/IBR**

### **BASIC NIBRS TRAINING**

BCI will be offering a *basic* NIBRS training on Thursday, March 17, 2005. It will be held at BCI (3888 West 5400 South) from 9:00 a.m. to 5:00 p.m. Please register by leaving a voice message at 801 965-4812 or e-mail [macurtis@utah.gov](mailto:macurtis@utah.gov), with the names, phone numbers and agency of the people who wish to attend. If you have any question, e-mail the above or call Mary Ann Curtis at 801 965-4812.

## **MISSING PERSON INFORMATION**

### **LAW ENFORCEMENT TRAINING AVAILABLE AT LITTLE OR NO COST TO THE AGENCY**

2005 Regional Training Programs

<http://dept.fvtc.edu/ojjdp> or [www.missingkids.com](http://www.missingkids.com)

Jimmy Ryce Law Enforcement Training Center (JRLETC)

The JRLETC is a training and technical-assistance program offered through the National Center for Missing & Exploited Children (NCMEC). Named in memory of 9-year-old Jimmy Ryce, who was abducted and murdered near his Florida home in 1995, the JRLETC was established to enhance the investigative response to missing- and-exploited children cases.

### **Training**

- For law-enforcement officers, prosecutors, and educators
- Courses are held at NCMEC and regionally throughout the United States
- Participants actively engage with other professionals, explore model policies, and discover resources available to aid in the investigation and prosecution of cases involving missing and exploited children
- Programs are delivered by a team of certified experts and recognized by state and national accreditation agencies
- The JRLETC has trained professionals from all 50 States, the District of Columbia, Guam, Puerto Rico, and foreign nations

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